

**DEPARTMENT OF NATURAL RESOURCES  
REQUEST FOR PROPOSALS FOR APPRAISAL SERVICES**

This is an invitation to submit proposals on any or all of the following appraisal services:

REAL ESTATE APPRAISALS  
APPRAISAL REVIEWS  
TIMBER APPRAISALS  
TIMBER CRUISING  
FOREST REPRODUCTION SURVEYS  
MINERAL APPRAISALS  
ECONOMIC ANALYSIS  
AQUATIC LAND APPRAISALS  
CONSERVATION EASEMENT APPRAISALS  
EASEMENT AND RIGHT OF WAY APPRAISALS  
HIGHEST AND BEST USE STUDIES

The appraisal services are to be provided under a two year Personnel Service Contract as outlined in this bid solicitation.

1. **OBJECTIVES**

Washington State Department of Natural Resources (DNR) is soliciting for proposals for Personal Service Contracts under which market value appraisals, evaluations and appraisal review will be conducted. The DNR is planning to purchase, sell, lease, and exchange several thousand acres of land throughout the state over the next two (2) years. The appraisals and evaluations will include, but are not limited to, various real estate appraisals, merchantable timber cruises and appraisals, forest reproduction surveys and inventory, mineral appraisals, economic analyses, and appraisal reviews. These transactions may include forest land, wetlands, agricultural land, urban and rural land, commercial land, minerals, communication sites, residential properties, rights of way, and aquatic lands. DNR will award work assignments to the successful contractors as required, based on information submitted in the proposal as well as the fee schedules submitted for each specific assignments.

2. **TERMS OF PROPOSED CONTRACT**

The proposed contract(s) is/are projected to be for the period May 1, 2001 through June 30, 2003.

3. **WORK ASSIGNMENT PROCESS**

Individual work assignments will be authorized under the master (or "blanket") personal services contract with each firm selected. When DNR has a transaction that require appraisal/services, it will solicit a bid from one or more contractors. DNR will identify the parcels to be appraised and provide preliminary information to the contractors(s) including, for example, aerial photos, legal descriptions, acreage, encumbrances of record, access, and reservations. Contractors will submit an estimate of cost and delivery time within five (5) days from receipt of each proposed assignment. Upon acceptance, DNR will provide

written authorization to the contractor to commence work. This work authorization will include total authorized cost and required due dates(s). Contractor will deliver appraisal product within the required time frame. Payment will be made upon satisfactory acceptance by DNR. **Having a blanket appraisal contract with DNR does not guarantee that an individual contractor will receive any work assignments.**

#### 4. **TECHNICAL SPECIFICATIONS**

Real estate appraisal reports must estimate market value. Appraisal reports and reviews must conform to the standards of the Appraisal Foundation (USPAP) and be consistent with the Financial Institutions Reform and Recovery Enforcement Act (FIRREA) of 1989 (12 U.S.C. 333). Certain assignments will further need to conform to the Uniform Appraisal Standards for Federal Land Acquisitions.

Standards for timber cruises, inventories, and appraisals are described in Exhibit A. The successful bidders will provide detailed information on all timber cruises, forest inventories, and merchantable timber appraisals as outlined in Exhibit A.

Further specifications may be listed in the contract and individual work assignments.

#### 5. **PROPOSAL REQUIREMENTS**

- A. Check the boxes, on the attached Exhibit B, for the types of appraisal and appraisal review work your firm is interested in performing.
- B. List geographical area(s) of work interest.
- C. Provide resumes(s), references, and a client list that reflects your experience in the types of appraisals and in the geographical area(s) you indicate in A and B above. This information is required of all appraisers in the firm that are expected to have significant participation in completing the proposal assignments.
- D. Outline your company's proposed rates on an hourly basis to be used for the two-year contract term. Provide a cost breakdown by staff who could be involved in the appraisal process. Exhibit C is a bid form to use as a guide in preparing the bid rates. After the contractor(s) have been selected they will submit specific costs for each assignment based on these rates.
- E. Provide any additional information you believe would be helpful in evaluating the bid proposal.
- F. Provide all information requested below:
  - (1) Name, address, principal place of business, and telephone number of legal entity with whom we would contract.

- (2) Name, address, and telephone numbers of principal officers (president, vice-president, treasurer, chairperson of the board of director, etc.)
- (3) Type of business (e.g., corporation, individual) and year business was established.
- (4) Federal employer ID number and Washington Uniform Business Identification (UBI) numbers issued by the Department of Revenue.
- (5) Evidence of errors and omissions insurance.
- (6) Location from which bidder would operate.
- (7) If those submitting a proposal or any party named above contracted with the state of Washington during the past 24 months, indicate the name of the agency, the contract number, description and/or other information available to identify the contract.
- (8) If those submitting a proposal or any party named above was, or is, an employee of the State of Washington during the past 24 months, indicate his/her social security number, job title, agency employed by, and separation date.
- (9) Those submitting proposals which employ or have on their governing board, as of the date of proposal submission, State employees, or former State employees shall identify such persons and their position and responsibilities within the bidder's organization. If, following a review of this information, it is determined by the DNR that there may be a potential conflict of interest, the submitting firm may be disqualified from further consideration for the award of a contract.
- (10) Provide sample of a self-contained appraisal report (vacant land preferred). Those firms that have provided appraisal reports to the DNR within the past 12 months need not submit work sample.

G. Minority/Women-owned Business Participation.

Minority/Women-owned Business enterprises (MWBE) are encouraged to participate in the performance of any contract which results from proposals submitted in response to this solicitation.

## 6 **EVALUATION OF PROPOSALS**

Proposal evaluations will be based on qualifications, experience, fees/costs, geographical availability, resources, responsiveness to the requirements in this bid proposal, and DNR's assessment of the firm's overall capability to provide the quality of services needed.

7. **PROPOSAL**

- A. All communication should be directed to:

Robert Cannon  
Appraisal Unit Land Technician  
Department of Natural Resources  
Business Systems Support Division  
1111 Washington St. SE - 4<sup>th</sup> Floor  
P. O. Box 47014  
Olympia, WA 98504-7014  
Telephone: (360)902-1647

- B. Proposals **MUST BE RECEIVED** at the above address by or before 4:30 P.M. March 1, 2001.
- C. **Two copies** of your proposal package are required except for the sample appraisal report of which only 1 copy is needed.
- D. The attached Exhibit D must be signed and dated by the president or executive director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.
- E. DNR reserves the right at its sole discretion to reject any and all proposals received. Firms that, in the opinion of DNR, best meet the requirements set forth herein and are in the best interests of DNR and the State of Washington will be selected.
- F. Those submitting proposals should be prepared to enter into a contract upon DNR's acceptance of this proposal. It is understood the proposal will become a part of the official file on this matter. This does not, however, obligate the State of Washington or DNR to contract for the services specified herein.
- G. DNR will not be liable for any costs incurred for the proposals submitted associated with the preparation of the cost and services's proposal.

## **EXHIBIT A**

### **STANDARDS FOR TIMBER CRUISES AND APPRAISALS**

#### **TIMBER CRUISING**

- A. Cruises shall be performed using the variable plot method with an American Scale Relescope unless otherwise agreed to.
- B. For each stand alone appraisal parcel, sample intensity shall yield a combined sampling error to 1 Standard Deviation of 6 to 8% for the total volume in net Mbf all species, unless otherwise agreed to.
- C. The contractor will be responsible for cruise layout.
- D. Plot centers will be numbered and marked on the ground and flagged to be visible. Flagging will be hung between plots. All trees within grade/measure plots will be fully measured. Reference flags shall be hung and plot locations referenced at road crossings, access points, etc.
- E. Log grading will be both by standard log scaling bureau grades and current export sorts. Poles, piling and other specially products shall be considered. The contractor shall furnish a description of all export sorts used in the cruise.

#### **CRUISE AUDITING**

- a. Plot location maps or photo acetates showing merchantable timber stand type boundaries, reference points, and plot locations are to be made for each parcel. All stand types will be described, numbered and labeled. Buffers, riparian areas and non-forest areas will be identified and described as separate stand types.
- b. Copies of completed cruise cards and plot location maps must be submitted to the DNR as soon as practicable after completion of cruising of each stand or parcel to facilitate a timely check cruise.
- c. DNR may elect to audit the cruising work. The work will be considered acceptable if DNR determines the cruise is with +/- 7% DNR's check and DNR accepts the log grades and sorts. Comparison will be by net volume in Mbf and/or value.
- d. Parcels which are unacceptable by audit must be reported within five working days of such notice land will be subject to reinspection or additional review.

#### **TIMBER CRUISE AND FOREST LAND REPORTING**

- a. Maps for each parcel will be prepared showing all stand types i.e. merchantable,

pre-merchantable, reproduction, riparian areas, buffers, non-forest land, etc.

- b. A table will be prepared for each parcel showing the following for each stand type: stand type numbers, acreage of each stand type, species, site index, age, and estimated stocking. Stocking is by basal area per acre for merchantable, advanced pre-merchantable and trees per acre for reproduction. Buffers, riparian areas and non-forest areas will be identified and described as separate types.
- c. The report shall include a narrative description of each stand type describing the general condition of each stand type.
- d. A cruise summary report showing volume in Mbf, gross and net, by species, grade and sort shall be prepared for each stand type cruised and for each parcel.
- e. A statistical analysis report of the cruise sample shall be prepared for each stand.

## **TIMBER APPRAISALS**

Appraisals of timber shall be fully discussed and all detail shown in the appraisal report as to the methods used and applicability. The timber appraiser will coordinate with the land appraiser, when required by the appraisal assignment, to reconcile timber value with the total property value.

The income approach shall itemize the following:

- a. Logging costs - falling and bucking, yarding and loading.
- b. Road construction, reconstruction, and maintenance costs.
- c. Hauling costs and destination.
- d. Delivered log prices by grade and sort and source of prices used.
- e. Itemize any miscellaneous cost associated with harvesting, cleanup or site maintenance.

## EXHIBIT B

### TYPES OF APPRAISAL WORK

<u>Perform</u> <u>Appraisals</u>	<u>Review</u> <u>Appraisals</u>	<u>Property/Resource Type</u>
_____	_____	*Undeveloped Rural Lands
_____	_____	Urban Commercial/Residential Properties
_____	_____	Agricultural/Grazing Lands
_____	_____	*Forest Land
_____	_____	*Environmentally Sensitive or Unique Lands
_____	_____	Waterfront
_____	_____	Mineral appraising (check most appropriate type)
		____ Sand, Gravel and Rock
		____ Metallic Minerals
		____ Industrial Minerals
		____ Oil and Gas
		____ Other, explain
_____	_____	*Aquatic lands
_____	_____	*Merchantable Timber Cruising and Appraising
_____	_____	Forest Reproduction Inventory and Evaluation

\*Most common type of work anticipated by DNR.

Describe your staff expertise, qualifications, and resources to perform the above work. Provide the same for subcontractors you intend to use.

## EXHIBIT C

### BID RATE FORM

<u>TYPE/WORK/EQUIPMENT</u>	<u>HOURLY RATE*</u>
Land Appraiser	\$ _____
Review Appraiser	\$ _____
Appraisal Arbitration	\$ _____
Timber Appraiser	\$ _____
Timber Cruiser	\$ _____
Inventory Technician	\$ _____
Secretarial	\$ _____
Clerical	\$ _____
Computers	\$ _____
Mileage	\$ _____
Per Diem	\$ _____

\* Hourly rates must include fringe benefits, overhead loading, etc.  
List a single rate, not ranges.



## EXHIBIT D

### CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the bid to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

- A. The price and/or date have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may team up with other persons or organizations for the purpose of presenting a joint bid.
- B. The attached bid is a firm offer for a period of 180 days following proposal due date, and it may be accepted by DNR without further negotiation at any time within that 180-day period.
- C. In preparing this bid, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this bid, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal bid. Any exception to these assurances are described in full detail on a separate page and attached to this document.)
- D. I/we understand that the DNR will not reimburse me/us for any costs incurred in the preparation of this bid. All bids become the property of DNR, and I/we claim no proprietary right to the ideas, writing, items, or samples.
- E. I/we warrant that in connection with this procurement no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- F. I/we understand that I am not guaranteed any work assignments even if I am awarded this blanket 2-year contract.

\_\_\_\_\_  
FIRM REPRESENTED

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_